

January, 2022

Employment Opportunity

Business Development Assistant

The purpose of the Business Development Assistant (BDA) position is to provide technical assistance for the implementation of the Revitalization Plan. The primary beneficiaries will be the businesses and entrepreneurs of the city. The BDA will work with the local business and building/property owners on individual plans and strategies to improve the economic and aesthetic climate in the community. At least eight small businesses will be assisted.

Duties and responsibilities will include, but are not limited to:

1. Thorough understanding of the adopted Bridgeport Revitalization Plan.
2. Develop an interview approach and format in consultation with the Revitalization Committee.
3. Meet with each business and building/property owner along the SR173 corridor to explain the project and solicit interest.
4. Meet with interested business and building/property owners along the SR173 corridor to:
 - a. Review the Bridgeport Revitalization Plan.
 - b. Facilitate identification and prioritization of revitalization strategies for each business/building/property owner.
 - c. Identify barriers to plan implementation.
 - d. Identify strategies to overcome barriers.
 - e. Develop a specific plan for expansion of the business, strategies for physical improvement and ideas for new directions and economic opportunities.
5. Attend ongoing meetings of the Revitalization Committee and provide a written and oral report that includes:
 - a. Summary of each contact.
 - b. Challenges encountered.
 - c. Potential solutions.
 - d. Questions or information needed.
 - e. Work plan for the next two weeks or until the next scheduled meeting.
6. Conduct a public workshop to share results.
7. Prepare a final report providing documentation and analysis of its 1-5.
8. All work will align with the Rural Business Development Grant Program (RBDG).
9. All work, information, media, etc. of the BDA will be the sole property of the City of Bridgeport.

Continuation as the Business Development Assistant for the City of Bridgeport will be dependent upon satisfactory accomplishment of the above stated Duties and Responsibilities as determined by the Revitalization Committee.

Hourly wage depending on experience, \$25 to \$35.